



**CITY OF SUGAR LAND**  
**Environmental & Neighborhood Services**

**Commercial Solid Waste Operator License Application**

Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office Phone \_\_\_\_\_ After Hours Phone \_\_\_\_\_

**Primary Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Secondary Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Quarterly Report Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

II. Please attach a list showing each motor vehicle, by make, model and body style, to be used in the City.

III. Please attach a copy of the certificate of liability insurance for each motor vehicle identified in II. above in the amounts required by law.

IV. Please attach the license fee payment in the amount of \$210.13.

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**License Regulations**

In addition to the other applicable requirements in Chapter 4, Code of Ordinances, and other City ordinances:

- Each commercial solid waste operator must keep for two consecutive calendar years all scale house tickets, receipts, invoices, manifests, and other documents evidencing the collection within the City of commercial solid waste and the facility where the commercial solid waste was delivered.
- Within 30 days following each September 30, December 31, March 31, and June 30, each commercial solid waste operator must submit to the City's Environmental & Neighborhood Services Department quarterly reports:
  - Detailed by month showing the total commercial solid waste tonnage collected by the commercial solid waste operator during each month of the previous quarter;
  - That include the list of names and addresses of the disposal location(s) of the commercial solid waste collected within the City during the previous quarter;
  - That include the total amount of commercial solid waste delivered at each disposal location each month of the previous quarter;

- That show the gross revenues earned each month within the City during the previous quarter;
- That include, in table format, the customer's name, address, number of containers serviced, container type, size, and service schedule or on-call service; and
- That includes any additional reports reasonably requested by the City for the time period requested.

**License Fee**

- Each commercial waste operator that has been granted a license under Chapter 4, Article V of the City’s Code of Ordinances must pay a license fee equal to five percent (5%) of the operator's gross revenues from the collection, hauling, or transporting of commercial solid waste collected within the City.
- Each commercial solid waste operator must pay the required license fee quarterly to the City within 30 days following each September 30, December 31, March 31, and June 30.
- Each quarterly payment must be computed on the revenues for the quarter preceding the quarter in which the payment is due.
- Each commercial solid waste operator must provide with each quarterly payment a statement of the gross revenues upon which the payment is computed, prepared according to generally accepted accounting practices, and signed by an authorized representative of the licensee.
- Each quarterly payment must be accompanied by a listing of the locations serviced by the commercial solid waste operator in the City;
- Late payments are subject to a late penalty of ten percent per annum, compounded daily.

**Agreement**

I, \_\_\_\_\_, as authorized representative and on behalf of the commercial solid waste operator named above,;

(1) Certify, under penalty of law, that the information submitted is to the best of my knowledge true, accurate and complete. I further certify that I am authorized to submit this application and to bind the commercial solid waste operator named in this application;

(2), Certify that I have read, examined, and fully understand this Commercial Solid Waste Operator License Application and Chapter 4, Article V. Commercial Solid Waste, Liquid Waste, and Recyclable Materials Operators of the City of Sugar Land Code of Ordinances; and

(3) Agree that the above-named commercial solid waste operator will comply with Chapter 4, Article V. of the City’s Code of Ordinances, all other City ordinances, and state and federal laws and regulations governing (i) the collection, hauling, processing, and disposal of solid waste and (ii) the solid waste operator’s activities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

*For City use only. Do not write below this line.*

**License Issued**

Date \_\_\_\_\_

By \_\_\_\_\_

License Number \_\_\_\_\_

Ins. Exp. Date \_\_\_\_\_

Please return the license application including required documentation and fee payment by mail or in person, to the following:

Mail:

City of Sugar Land  
Treasury Department  
P.O Box 5029  
Sugar Land, TX 77487-5029

*Or*

In person:

City of Sugar Land City Hall- Treasury Department  
2700 Town Center Blvd N.  
Sugar land, TX 77479

*Office hours are Monday through Friday 8 a.m. to 5 p.m., excluding City holidays.*